

## **Preliminary Research Project Proposal**

### **BLM/Forest Service Submission for Consideration under the DOE Partnership Program**

(Please limit submissions to no more than 5 pages)

#### **TITLE:**

Enter proposed project title.

#### **BACKGROUND:**

Discuss the history/reason(s)/problem, and why this is an issue.

#### **OBJECTIVE:**

What will this project achieve?

What are the project goals?

What are anticipated accomplishments?

Why is it necessarily a Federal government solution?

#### **BENEFITS:**

When completed, what and who are the intended benefits/beneficiaries?

Will other BLM and/or Forest Service offices benefit?

Will other State offices benefit?

Will other Federal or State government agencies benefit?

#### **SCOPE/METHODS:**

Discuss how this project will be conducted. This should be a fairly detailed description of the project from start to finish, including how each aspect will be performed and/or completed.

#### **TASKS:**

Compile a list of individual tasks that will be performed.

Specify who will be responsible for conducting and completing each task.  
(partner, subcontractor, etc.).

#### **PARTICIPANTS:**

List all proposed partners (industry, academic, federal agencies, etc.).

List all proposed subcontractors (national labs, colleges, universities, private contractors, etc.).

#### **COST/FUNDING:**

Provide a breakdown of proposed project costs and funding sources. The cost breakdown should be on an annual basis up to a maximum of 3 years.

Include estimated costs by task.

Include estimated costs for subcontractors.

## **SCHEDULE: MILESTONES/DELIVERABLES**

Provide a detailed proposed schedule for the entire project.

Establish a list of milestones for the duration of the entire proposed project.

Develop a schedule of deliverables from the milestone list (individual task completion, interim reporting, final report, etc.).

Progress reports:

For a 1 year project, a 6 month report is required.

For a multi-year project quarterly reports are required.

## **TENTATIVE APPROVALS:**

This proposed project has been reviewed and approved in principal by:

(insert the name and title of your State or Regional Office Official)

(insert the name of your State Information Technology Investment Board representative if appropriate)

(insert the name and title of each collaborator)

## **PROJECT MANAGER:**

Provide the BLM/FS project manager for each proposed project

Name

Address

Phone Number

Email address